Project Review Team
Action Items Status Handout

No.	Action Item	Responsible Staff	Meeting Date	Status/Notes
1	It was recommended to have one combined meeting for the Payroll/Personnel System and *EmpowHR* Project Review Teams. NFC to determine feasibility.	Tony Priola PCO	11/18/2010	**Closed.** One Meeting starting February 16, 2011.
2	Winston Farmer, DOJ, recommended that NFC develop a link on the NFC Homepage where agencies can view all the FRDs and request copies when necessary. NFC to discuss.	Tony Priola PCO	11/18/2010	**Closed.** Commumity-wide FRDs are distributed to CAPPS members via GovDelivery. Development of a landing page will be considered at a later date.
3	Jennifer Sweet, USDA, stated that the USDA Human Resources Office needs an automated process for sending out the Statement of Earnings and Leave (SEL) to customers. She also stated that she did not receive the OPM/OMB Official correspondence regarding how to request the SEL waiver. NFC will research existing documents and provide to Jennifer Sweet, USDA.	POC/CMB	11/18/2010	**Closed.** There is no automated process available for requesting and generating paper SELs. In a CAPPS notice dated July 29, 2010, NFC provided information concerning the manual process in place to request paper SELs. Jennifer obtained a copy of the OPM/OMB correspondence subsequent to the PRT meeting.

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4	The Department of Labor gathered customers' input regarding not receiving the Document Type 125 – for the TSP Automatic Enrollment. Winston Farmer, DOJ, asked if the results will be shared with customers. NFC will research.	CMB	11/18/2010	**Closed.** The following information applies to this issue: NFC agreed to re-evaluate generation of the 125 document for TSP automatic enrollments. After further determination, NFC's decision has not changed. Generation of the 125 document would require many hours of effort, but that alone did not dictate our decision. Since the 125 document does not contain an element to identify it as an automatic enrollment, a change would be required to the FESI inbound and outbound layouts. This would require changes by all FESI customers to accommodate the new element. Since the Table 102 download process includes a field which identifies auto enrollment, this will remain the mechanism customers may use to obtain the information. An additional concern with generating a 125 document is the requirement by the Thrift Investment Board to accommodate immediate cancellation by the employee of the automatic enrollment. If the employee elected to cancel the enrollment upon accession, a delay would occur if the 125 document had to be generated first. NFC always considers our customers when a system change is required. In this case, making the information available through the Table 102 download was determined to have less impact than requiring every FESI agency to change their systems to receive a 125 document.
5	DaMischa Phillip, DHS, asked, "Where does NFC get the agency's point of contact for the IAs?" Anita Fincher, CSD, will contact the Financial Management Office (FMO) for information regarding the POC list for the IAs.	CMB	11/18/2010	**Closed.** The contacts for all Payroll/Personnel System, *EmpowHR*, and webTA customer agreements for the annual IAs were verified in October/November 2010. For agency specific agreements, the contacts are maintained by FMO in a database which contains the contact names and addresses. When a new IA is created, the contact information is pulled from the database. Customers should provide updates when needed.

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6	Rose Brady, HUD, has replaced Bill Rice as the point of contact for HUD. Sandie Mikell, CMB, will ensure that the list is updated to reflect the new HUD POC.	Sandie Mikell CMB	11/18/2010	**Closed.** The IA POC list was updated.
7	Tony Priola, POC, will notify FMO that there is no Department/Agency Contact point listed for Project Number 00395, IA Number 10-1124 on the *Unsigned IA's at the agency for more than 30 days* report.	Tony Priola PCO	11/18/2010	**Closed.** IA Signed per IA Tracking Spreadsheet.
8	Jim Hoebel, DOC, stated that he did not receive the IA, for Project Number 00455, IA Number 10-1132. Donna Speed, AD, stated that IA was received by GESD on November 5, 2010. Tony Priola, PCO, will update the status of Project Number 00455, IA Number 10-1132 on the *Unsigned IA's at the agency for more than 30 days report.*	Tony Priola PCO	11/18/2010	**Closed.** NTE Estimate (34 hours) remains the same. Customer will only be charged actual. (PESB)
9	Jennifer Sweet, USDA, stated she did not receive the FRD for Project Number 00274, Supervisory Managerial Probationary Period Changes. Anita Fincher, CSD, will research the status of Project Number 00274, then contact Jennifer Sweet with a status.	Anita Fincher CMB	11/18/2010	**Closed.** The FRD was provided to Jennifer after the meeting. The project is scheduled to be implemented in FY 11, PP4.

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10	Tony Priola presented the Project Category and Impact Rules for FRDs and UAT report. There were several comments made on the titles on the report. Tony will discuss the titles and make the appropriate changes to the report.	Tony Priola PCO	11/18/2010	**Closed.** Changes were made.
11	Dawn Hughes-Morris will update the information in the Customer User Acceptance Test (CUAT) Environment – PPS presentation and send it to Jo-Ann Landry for distribution.	Dawn Hughes-Morris, OP and Jo Ann Landry CMB	11/18/2010	**Closed 12-2-10.** An update to the Customer User Acceptance Test (CUAT) Environment – PPS presentation was e-mailed to PRT members. The update included additional information in the Security Procedure Defined section on pages 2 and 3.
12*	Tony Priola, PCO, and Billy Dantagnan, HRAB, will contact Rande Young, USDA, to discussed Project No. 00161, "NRCS Accomplishments Block needs to be lock." Rande stated that the project was only supposed to block the Accomplishment block, not to include the Standards block. The issue was reported to the Help Desk, Trouble Ticket number 94643 and has not received a response.	Tony Priola POC Billy Dantagnan HRAB	11/18/2010	**Closed.** Numerous emails back and forth between PCO, Rande and HRAB (Billy Dantagnan). Project scheduled for cy 11 pp12 (EmpowHR Release 9).
13*	Cheryl McElroy, DHS, mentioned that the EPIC reload is a major issue. Anita Fincher, CSD, and Donna Speed, Applications Directorate (AD), will meet with Cheryl to discuss this issue.	Anita Fincher CSD Donna Speed AD	11/18/2010	**Closed.** NFC loaded the data that DHS provided in the e-Pay environment.
14*	Rande Young, USDA, requested to participate in the weekly IR meetings. Billy Dantagnan will contact Monique Price, ODD, to discuss the IR meeting schedule.	Billy Dantagnan HRAB	11/18/2010	**Closed.** Per Monique Price (HRLOB OB). There is no longer a weeky IR meeting with the Agencies. HRLOB OB still has their weekly internal IR Assessment meetings.

*   denotes action item from empowhr prt